



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

ASSOCIATE/SENIOR REGIONAL PLANNER #398 Limited Term

Associate: \$ 58,787 - \$76,423; Senior: \$64,666 - \$84,066; annually
Open Until Filled. First review of applications is Monday, April 26, 2010

THE POSITION

This limited term position is an at-will position funded until June 30, 2011. The position may be extended beyond one year depending upon available funding. Under the direction of the Manager of Transportation Planning and Programming, this is a limited term position responsible for coordinating and evaluating all modes of transportation with the development of transportation component of Sustainable Community Strategy (SCS) consistent with the requirements of SB 375. The employee will be required to perform a variety of professional level and high visibility work in direct support of the development of the 2012 Regional Transportation Plan (RTP) that meets all federal and state requirements. The duties of this position could include, but not limited to, administrative and budgetary functions, liaison with stakeholders and project sponsors, direct coordination with elected officials, technical work analyzing and evaluating transportation strategies, and direct supervision of technical consultants as well as staff, towards the development of the 2012 RTP. This position can be filled at either level.

ESSENTIAL DUTIES

- Review, evaluate, and develop transportation strategies consistent with the requirement of SB 375 for consideration in the RTP;
- Work with the county transportation commissions, Caltrans, transit operators, and other stakeholders in the region to coordinate transportation plans and programs for consideration in the RTP;
- Provide staff support to committees, task forces, workshops as assigned, by coordinating agendas, developing staff reports and presentation materials and presenting information as necessary;
- Coordinate, participate and prepare grant applications as assigned and as opportunities arise;
- Conduct Legislative research and policy analysis for transportation planning and related issues;
- Present information and recommendations to applicable policy committees, task forces, advisory committees, and executive management as directed and as needed;
- Confer with elected officials, transportation stakeholders, the public and other agencies as directed and as necessary;
- Perform technical and policy related research on transportation issues and write analyses and technical reports for discussions at the policy committees, task forces and workshop settings;
- Develop, coordinate, manage, monitor, and provide progress reports related to annual budget for assigned program areas;

- Manage and coordinate procurement of consultants for specific and targeted transportation planning studies, including development of detailed scope of work, schedule and budget;
- Oversee and manage consultant work, including scope, budget, schedule and ultimate outcome of the project.

IDEAL CANDIDATE QUALITIES

- Excellent interpersonal skills
- Effective verbal and written communication skills
- Excellent presentation and public speaking skills
- Strategic and creative thinker
- Adaptable and flexible worker
- Experience in administering contracts using State and Federal funds
- Knowledge of SB 375, primarily, as it relates to the development of the Regional Transportation Plan
- Knowledge of transit and public transportation planning principles
- Politically astute, with experience in dealing with elected officials
- Experience in managing high priority projects
- Experience in managing large scale consultant contracts
- Ability to interpret technical data and develop public policy

ESSENTIAL QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university with major course work in Transportation Planning, Urban Planning, Public Policy, Public Administration, Civil Engineering or other related field. A Master's degree can substitute for one year of the required experience.

Experience and Training: **Associate Level** - Two years of professional urban or regional planning experience that includes economic forecasting and trend analysis. **Senior Level** - Four years of professional regional planning experience that includes economic forecasting and trend analysis.

Knowledge of: Principles and practices in Transportation Demand Management; theories, principles and practices of urban planning and development as applied to the preparation of transportation regional plans; Transportation Development Act; methods and techniques of effective technical report preparation and presentation; recent developments, current literature and sources of information related to regional planning, urban growth and development, and program administration; pertinent to Federal, State and local laws, codes and regulations; advanced statistical concepts, research and methodology; project management principles and concepts; modern office practices, methods and computer equipment; safe driving principles and practices.

Ability to: Participate in a variety of public meetings by making presentations and recommendations on various aspects of the planning program; analyze and compile technical and statistical information and prepare reports; respond to public requests and inquiries; communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationships, team spirit, and collaboration with those contacted in the course of work; analyze complex problems and identify logical solutions; interpret regional planning programs to the general public and to member agencies; independently investigate planning problems; perform professional planning work with a minimum of supervision.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application and résumé to:

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Attn: Human Resources
818 West 7th Street, 12th Floor
Los Angeles, CA 90017
(213) 236-1931
www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

The most qualified applicants will be invited in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening, and financial history may be conducted for certain classifications.
- Employees in limited term assignments serve no probationary period and do not accrue seniority. This is an at-will assignment and employees can be discharged at any time.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans, two dental plans, and a vision plan. SCAG contributes \$800 towards insurance premiums with the cost difference paid out in cash. Employees must enroll in dental and vision insurance for self only. Life insurance, in the amount of \$50,000 is provided by employer. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. SCAG does not participate in Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on tenure.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.

- **Health and Dependent Care Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care and parking/transit.
- **Rideshare/Transportation Incentive Program:** SCAG pays \$35 per month towards carpool expenses, and up to \$230 per month towards a monthly bus or Metrolink pass. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure and institutional issues. The SCAG region includes six counties, one hundred eighty-seven cities, 38,000 square miles and a population of 17 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

THE LOCATION

The main SCAG offices are located in downtown Los Angeles. Los Angeles (L.A.) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.